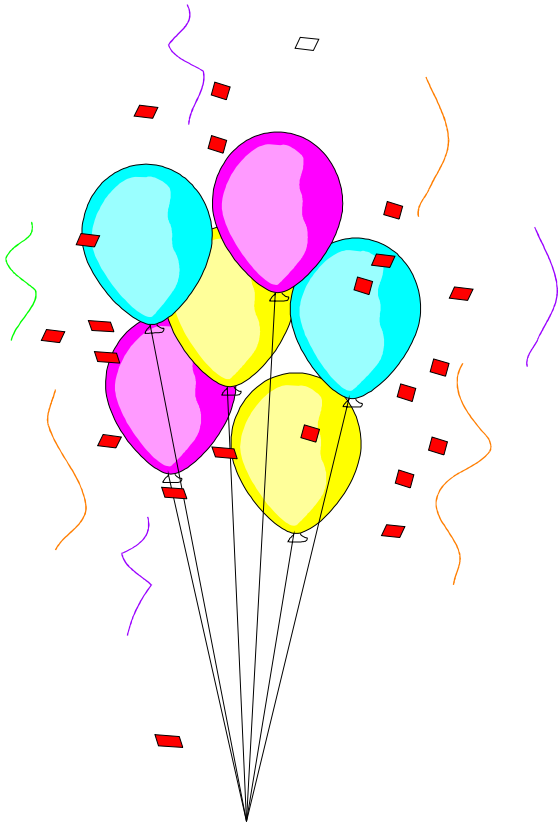




Facility Rental Guide



Arroyo Vista Recreation Center
4550 Tierra Rejada Road, Moorpark
(805) 517-6300

www.ci.moorpark.ca.us

Issue Date 2-19-2009



The Arroyo Vista Recreation Center can be reserved for your next special event! The Center is located within the beautiful Arroyo Vista Community Park at 4550 Tierra Rejada Road in Moorpark.

The facility features a multipurpose room, an activity room, kitchen, conference room, and gymnasium. The facility also has a lobby, men's and women's restrooms, and a patio.

The **Sycamore multipurpose room** is located on the west end of the building. This room features a carpeted floor, sound system, and big screen TV. The maximum capacity for this room is 158 dining, 339 assembly.

The **Jacaranda activity room** is located on the east end of the building. The room features a tile floor, wall mirror, and counter space. The maximum capacity for this room is 92 dining, 212 assembly.

The **kitchen** be accessed from either room. The kitchen features a sink, refrigerator, convection oven, warming table, and counter space. The kitchen may only be rented in conjunction with a room.

The **gymnasium** is detached from the rest of the building. The gymnasium is available for activities which are appropriate to a gym, such as basketball and volleyball. The gym features bleachers, six basketball hoops (for one full court or two half-courts), and can be fitted with standards for volleyball.

The **Magnolia Conference Room** is available for use by Moorpark nonprofit organizations for meetings and training sessions.

**Arroyo Vista
Recreation Center**
4550 Tierra Rejada Road
Moorpark, CA 93021

(805) 517-6300
fax: (805) 532-2551

avrc@ci.moorpark.ca.us
www.ci.moorpark.ca.us

Office Hours:
8:30 a.m. to 6:00 p.m.
Monday through Friday
closed major holidays

mailing address:
799 Moorpark Avenue
Moorpark CA 93021



Making a Reservation

How to make a reservation:

Reservations are taken at the Arroyo Vista Recreation Center office. Reservations are taken on a first-come, first-served basis, and may be made up to 9 months (Moorpark residents) or 6 months (all others) in advance. All rentals must be made by an adult 21 or older. When making a reservation, please have the following ready:



- ☞ Identification (California drivers license or ID card)
- ☞ Proof of current address
- ☞ Proof of nonprofit status (organizations)
- ☞ Credit card, check, or cash for payment.

Payment of rental fees and security deposits:

A \$125 holding deposit is required at the time of application. The balance of fees must be paid in full thirty (30) days prior to the rental date. Payment may be made by Visa, Mastercard, check or cash, Make checks payable to "City of Moorpark." Rentals with less than 30 days notice will be accepted on a space and staff available basis.

A refundable \$300 (room) or \$1000 (gym) security deposit is required for all rentals. Costs resulting from damage, additional staff time, or noncompliance with rules will be deducted from the security deposit.

Approval of rental applications:

Rentals are not confirmed until the application has been approved in writing by authorized City staff. The City may deny or revoke a rental application or permit when it is determined by the City that the rental use of the facility will not be in the best interest of the City.

Cancellations:

Cancellations are subject to the following:

90 days notice: Fees refunded less a \$25 fee.

15-89 days notice: Fees refunded less a \$125 fee.

Less than 15 days notice: Security deposit only may be refunded, less costs incurred by City and a \$25 fee.

Facility Rules Summary

For complete regulations, please see the City's Rules and Regulations Governing the Use of City Facilities resolution.

Facility Hours:

The Arroyo Vista Recreation Center may be reserved between the hours of 7:00 a.m. and 10:00 p.m. There is a 2 hour minimum rental time. Facilities are not available for rental on City holidays.

Decorations:

Decorations must be approved by the City and comply with the California Health and Safety Code. Decorations may not be installed in any way that may damage the walls, floor, ceiling, or other part of the facility, or cause a hazardous situation.

Amplified Sound:

The sound level must be maintained at a reasonable level to avoid disturbing nearby residents.

Insurance requirements:

Insurance must be purchased through the City for an additional fee. This insurance will cover any property damage in excess of the security deposit. Businesses and organizations may provide their own liability insurance coverage. Limits of bodily injury and property damage must not be less than \$1,000,000. An endorsement is required naming the City of Moorpark as additional insured.

Prohibited Activities:

The following are prohibited at the Recreation Center:

- ♦ Alcoholic beverages
- ♦ Open flame devices and fog machines
- ♦ Gambling
- ♦ Bird seed, rice, straw, confetti, hay, sand, glitter
- ♦ Smoking inside the building, or within 20 feet of doors or windows



RENTAL FEES

Room rental rates are hourly and are based on the renter's group classification and the number of people attending. Additional fees are required for use of equipment. **Group classifications are as follows:**

Group 2: Residents of the City of Moorpark, Moorpark 501(C) nonprofit organizations, Government agencies serving Moorpark residents

Group 3: Nonresidents within MUSD boundaries, other nonprofit organizations, Moorpark businesses for recreational purposes

Group 4: All other renters

Sycamore Room

| Group | 2 | 3 | 4 |
|-------------|------|------|------|
| 1-99 people | \$50 | \$60 | \$70 |
| 100+ | \$60 | \$70 | \$80 |

Jacaranda Room

| Group | 2 | 3 | 4 |
|-------------|------|------|------|
| 1-99 people | \$40 | \$50 | \$60 |
| 100+ | \$50 | \$60 | \$70 |

Kitchen (With Room Rental)

| Group | 2 | 3 | 4 |
|-------|------|------|------|
| | \$20 | \$30 | \$40 |

Gymnasium Fee

| Group | 2 | 3 | 4 |
|-------------|------|------|------|
| 1-99 people | \$50 | \$60 | \$70 |
| 100+ | \$60 | \$70 | \$80 |

Magnolia Conference Room

| Group | 2 | 3 | 4 |
|-------------|------|---------------|---|
| 1-25 people | \$20 | not available | |

Equipment use fees (includes set up)

Tables: \$5 per table (round or rectangular)

Chairs: \$0.25 per chair

Stage: \$25 per section (4' x 8')

Insurance Fee (Required)

Attendance less than 100: Starting at \$84

Attendance greater than 100: Starting at \$117

Staff Fee (For rentals requiring additional staffing)

Part-time staff rate: \$25.00 per hour

Full-time staff rate: \$45.00 per hour